## **How to eSign for Filers**



### Before you Begin ...

You must have a Common Access Card (CAC) to eSign your Report.

If necessary, refer to the FDM Help page from the FDM portal, and select "How To" Guides and Tutorials for instructions on <u>How to Login to FDM</u> and <u>How to File an OGE 450 Report.</u>

#### **Overview**

This How To Guide explains how to eSign a Report using your CAC.

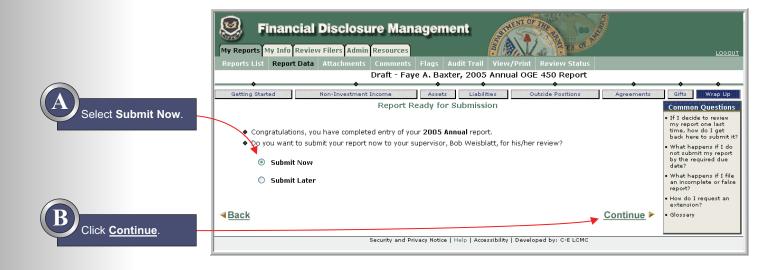
### eSigning a Report

#### 1. Begin Wrap Up



Note: During Wrap Up, FDM determines if your report is missing information. Clear any red flags if necessary.

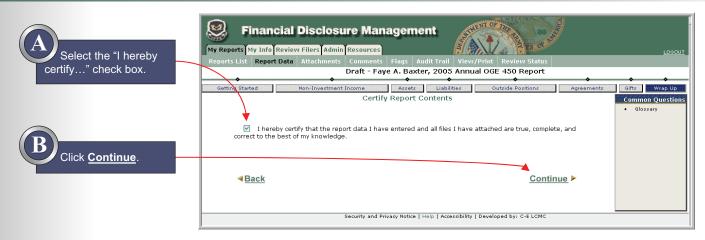
#### 2. Begin the Submission Process



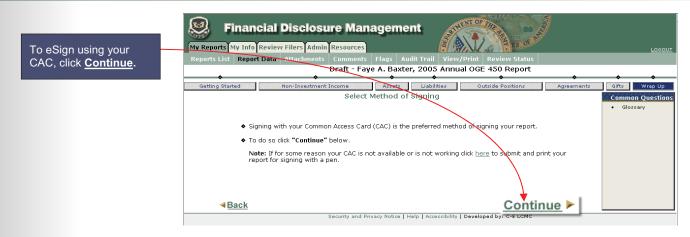
# **How to eSign for Filers**



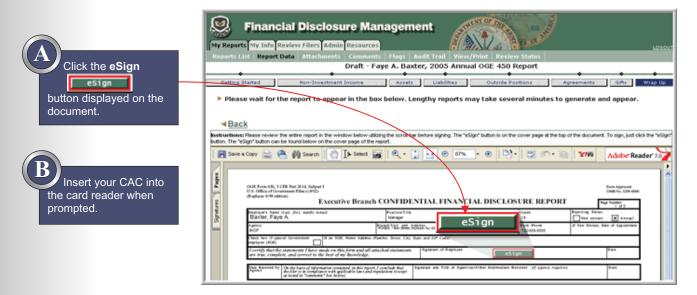
#### 3. Certify Report Contents



### 4. Select Signing Method



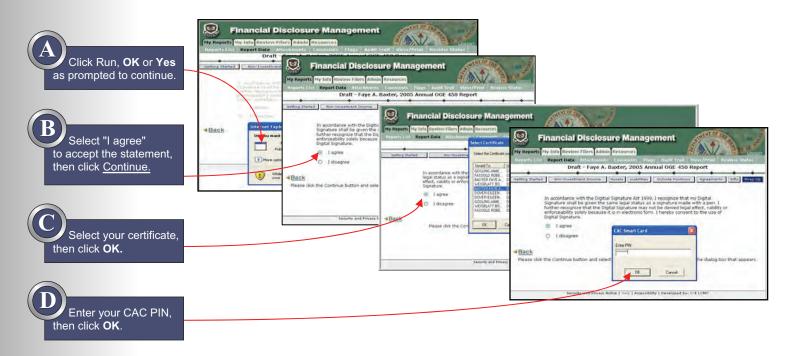
#### 5. eSign your Report



# How to eSign for Filers



#### 6. Certify Your Signature



#### 7. View the Submit Confirmation

